**WISE Pathways Course Syllabus**

**Course Meeting Times**

Twelve (12) modules, three-hours each in length. The pilot course will be offered bootcamp style, two modules per day.

**Program Objectives**

This course is designed for women to explore non-traditional, in-demand careers in the construction and energy industries. In addition to exploring the knowledge and skill sets desired in these industries, women will have the opportunity to learn industry specific skills strategies in conflict management, team building and work place expectations, create a resume, practice online applications, interviewing, and work with companies in the job search process. Students will also learn about the National Career Readiness Certificate (NCRC) and take the WorkKeys assessments.

**Curriculum**

1. *Welcoming Session (All)*

The Welcoming Session is the participants’ general welcome and orientation to the workshop, and is a chance to review workshop timelines, expectations, attendance policies, and facilitator expectations. Participants meet and mingle with each other and have the chance to discuss their career and life goals. There is also a review of the industries, core skills, and hands-on skills that will be covered in the program. Lastly, there will be a general overview of the WorkKeys assessments.

1. *Work Habits (Education Partner) and Safety Overview (Energy Company) Session*

The Work Habits Session focuses on personal characteristics desired by the construction and energy industries, such as personal responsibility, integrity, and safety. Participants will learn the importance of these values in the context of the construction and energy industries through several hands-on activities and case studies.

In addition, participants will spend about 45 minutes learning about the Applied Mathematics Assessment. *Washington Gas will teach this section in addition to the safety overview*.

1. *Construction Industry Session (Construction Companies)*

The Construction Industry Session focuses on career pathways for women in the industry as well as a panel of employer, trainer, and role model speakers from the industry. The session focuses on in-demand construction industry jobs available with the construction company employers that are part of the pilot. Salaries and detailed information on the “what do you do?” for each job is included in the PowerPoint presentation titled *Construction Careers Presentation*. In addition, industry-recognized credentials are covered based on the competency model tiers, with websites and phone numbers provided where the participants can get further information on occupation-specific training.

In addition to learning about careers in the construction industry, participants will spend about 45 minutes learning about the WorkKeys Reading for Information Assessment.

1. *Energy Industry Session (Energy Companies)*

The Energy Industry Session focuses on career pathways for women in the industry as well as a panel of employer, trainer, and role model speakers from the industry. The session focuses on the in-demand energy industry jobs available with the energy company employers that are part of the pilot. Salaries and detailed information on the “what do you do?” and the training and credentials required for each job is included in the PowerPoint presentation titled *Energy Careers Presentation* as well as each of the career pathways sheets.

In addition to learning about careers in the energy industry, participants will spend about 45 minutes learning about the WorkKeys Locating Information Assessment.

1. *The Résumé Writing Session (Education Partner)*

The Résumé Writing Session relies on the résumé writing tools in Kuder *Journey*. The facilitator will access the module of Kuder *Journey* and demonstrate how to enter information, select type of résumé, select format, and print.

Participants will have a nearly complete résumé by the end of the session and will print a copy to take with them. They may choose to continue working on their résumés in Kuder *Journey* or complete further revisions in another application such as Microsoft Word.

1. *The Coaching and Résumé Review Session (All Companies)*

This session starts with participants working with company representatives to review their résumés to get pointers for improvement and strengthening them. Participants will update their resumes based on the feedback and information gathered since the résumés were first written.

1. *Team Building Session (Education Partner)*

The Team Building Session helps facilitate the growth of the class as a learning community and a community of support. It is a chance to grow closer, build relationships, and think deliberately about communication skills that will be essential in every career field. Teamwork is an essential skill on the worksite. Participants will discuss the importance of communication skills and teamwork, and the application in both life and on the job, *particularly with team-mates and co-workers*.

1. *The Sexual Harassment and Conflict Management Session (Education Partner and One Company)*

This session includes the topics of Sexual Harassment and Conflict Management and focuses on the information and skills women need for dealing with these situations on the job where most of the workers and supervisors are men. The sexual harassment portion is presented with the PowerPoint presentation which includes points to stress and proposed discussion questions in the notes pages. The information is taken from the handout located in the participant binder.

The Conflict Management portion of the session includes a PowerPoint presentation on recognizing and dealing with conflict with fellow workers and supervisors.

1. *Applications Process Session (All Companies)*

This hands-on session will focus on having participant’s complete paper and/or online applications for the companies for which they would like to apply.

1. *The Interviewing and Networking Session (Education Partner)*

The Interviewing and Networking Session uses the PowerPoint presentation to present information and exercises for the participants. Much of the information is also included in their binders and the facilitator will make sure participants can locate these materials to study outside of the class and reference each time they prepare for an interview.

By the end of the session, participants will know how to prepare for interviews and will have some great ideas for networking. If time allows, mock interviews will be conducted.

1. *Technical Skills and Pre-Employment Testing Session (Education Partner and Energy Company)*

The technical skills portion of this session will present information on mechanical and spatial reasoning, which are essential for the careers that are part of the pilot program. After the introduction, participants will take two assessments and then discuss their results and strategies for completing the assessments successfully. Participants will also be given the opportunity to assess whether they might want to pursue further practice and coaching sessions before they need to complete the assessments as part of a hiring process.

Next, will be a discussion on the pre-employment tests required by some of the pilot program employers. Sample questions will be provided with instructions on how to use online tutorials and practice test.

1. *Wrap-Up and Job Fair (Companies)*

The final session is a time of celebration, to recognize the accomplishments of each participant, and the group as a whole. In addition, representatives from the pilot companies will be on hand to talk to the participants as well as potentially conduct interviews.

**Teaching Strategies**

The WISE Pathways course is meant to be a practical, hands-on course and should be taught using a facilitated approach. While there are PowerPoint presentations for most of the sessions, they are more of a guide than lecture materials. Several sessions are to be taught in a computer lab.